

## General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## Employment

### 2.3 Student placements

#### Policy Statement for St Joseph's Pre-school

St Joseph's Pre-school recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

#### Procedures

- We require students on qualification courses to meet the 'suitable person' requirements of Office for Standards in Education, Children's Services and Skills (Ofsted) and have Disclosures and Barring Service checks carried out.
- We require schools placing students under the age of 17 years with St Joseph's Pre-school to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our pre-school on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by St Joseph's Pre-school may be included in the ratios if they are deemed competent.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy and data protection policy<sup>1</sup>.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how the pre-school is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

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<sup>1</sup> No 1.4 Confidentiality and No 5.4 Data Protection – both available via the website [www.st-josephs-nympsfield.com](http://www.st-josephs-nympsfield.com)

## Pay<sup>2</sup>

Someone doing work experience has the right to be paid at least the National Minimum Wage (NMW). Unless they are a student on a placement as part of their course. Also, someone below school leaving age<sup>3</sup> does not have the right to be paid the NMW.

### Associated policies and procedures

- No 1.4 Confidentiality
- No 2.1 Employment and staffing
- No 2.2 Induction of Staff and Volunteers
- No 2.2 Induction of staff
- No 5.4 Data Protection

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2015
2.0	Committee	Reviewed	Oct 2016
3.0	K Coupe	Reviewed, updated and version controlled	10/07/2019 AGM
4.0	K Coupe & N Powers	Updated to include “Associated policies and procedures” section as per EY Safeguarding Audit s175/157 2023	17/07/2023 Chair (A Hitchings)
5.0	K Coupe	Reviewed and updated in line with ACAS guidance on “young workers and work experience”	11/03/2025 Treasurer (L Farrer)

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<sup>2</sup> As per ACAS guidance

<sup>3</sup> in England the school leaving age is 18